



THE ASSISTANT SECRETARY OF THE NAVY
(RESEARCH, DEVELOPMENT & ACQUISITION)
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Department of the Navy Contractual Services Guidance

Reference: (a) Title 10, U.S. Code, Section 2329, "Procurement of Services: Data Analysis and Requirements Validation"
(b) Title 10, U.S. Code, Section 2330, "Procurement of Contract Services: Management Structure"
(c) Navy Marine Corps Acquisition Regulation Supplement (NMCARS), Part 37, "Services Contracting"
(d) Department of Defense Instruction 5000.74, "Defense Acquisition of Services," dtd January 10, 2020
(e) Office of Management and Budget Memorandum, "Category Management: Making Smarter Use of Common Contract Solutions and Practices," dtd March 20, 2019
(f) Joint Assistant Secretary of the Navy (ASN (RD&A)/ASN (FM&C)) Memorandum, "Contractual Services Guidance," dtd October 12, 2018

The Department of the Navy (DON) continues to improve the planning, management and oversight of contractual services and category management. Moreover, limited resources dictate that the Department achieve transparency and accountability, and eliminate waste, fraud and abuse. Per reference (a), the Assistant Secretary of the Navy for Research, Development and Acquisition (ASN (RD&A)) has responsibility for the oversight and execution of contractual services acquisition.

In accordance with references (a) through (e), this memorandum provides guidance on the oversight and execution of contractual services and category management, and supersedes previous guidance contained in reference (f).

All Navy/Marine Corps Budget Submitting Offices (BSOs), Program Executive Offices (PEOs) and Direct Reporting Program Managers (DRPMs) are required to implement formal Services Requirements Review Board policies and procedures based on this guidance to facilitate and guide their oversight and execution of contractual services and category management for their respective activities as well as their subordinate activities. These policies and procedures shall be made available for review during Command Inspections, Services Acquisition Review and Training (SART) visits, Deputy Assistant Secretary of the Navy (Procurement) Procurement Performance Management Assessment Program (PPMAP) visits, and similar higher level assessments.

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Additional guidance and templates are provided in the attachments. Questions regarding this guidance can be directed to Mr. Francis Tisak, 703-614-9636, francis.tisak@navy.mil.

James F. Geurts

Attachments:

- (1) Department of the Navy Contractual Services and Category Management Guidance
- (2) SRRB Report Template

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